

# **Minutes: Consolidated Billing Subcommittee Meeting**

**Wednesday, February 9, 2000 – 9:00 a.m. to 4:00 p.m. – 400 North Fifth Street, 6th Floor Conference Room 6A  
Arizona Public Service Company - Phoenix, Arizona 85004**

<b>Topic</b>	<b>Lead</b>	<b>Outcome</b>	<b>Att.</b>
1 Welcome, Intro, Sign-In	Shirley Renfroe	- Shirley Renfroe, chairperson, addressed the group and delivered her opening remarks. Subcommittee members in attendance introduced themselves.	1
2 Review minutes from Consolidated Billing Subcommittee Meeting (February 2, 2000)	Shirley Renfroe	- Subcommittee members reviewed their copies of the February 2, 2000 minutes that were distributed via e-mail. No changes were made.	
3 Updates from chair and policy meetings.	Shirley Renfroe	- Ms. Renroe updated subcommittee members on the most recent chair and policy meetings.  - Members were also given updated copies of the Arizona Revised Statutes dealing with the Utilities and Use Tax Classifications of the State's Transaction Privilege Tax.	
4 Review/Discussion of Master Issues List	Shirley Renfroe	- Subcommittee members reviewed an updated Master Issues List. Members discussed issues items dealing with charitable contributions (16 & 43), refunds of credit balances when a customer switches to direct access (22), customer deposit refunds (23), and a troubleshooting timeframe in cases where bills are estimated by a UDC in ESP consolidated billing (24).  - During the course of the meeting a total of 6 new issues were identified for referral to the Policy Subcommittee.	2
5 Review/discus differences in each organization's ESP Consolidated "as is" methods.	Shirley Renfroe	- Ms. Renfroe provided members with copies of a schedule which identified and compared the common billing elements between APS, SRP, TEP and TRICO.  Members reviewed the schedule and suggested revisions to it which included an additional column to include the other electric coops (Attachment 3).  - Members developed a matrix of the common elements for ESP consolidated billing which identified and prioritized related issues (Attachment 4).  Subcommittee members resolved issues #8, #9 and #17,  - Issues #7, #18, #19, #22, 23 and #24 were assigned to the following members who will flesh out issues (issue #17) and develop strawmen to be analyzed at the next meeting:  <ul style="list-style-type: none"> <li>- Issue #7: Rebate/Rebill – Subcommittee Members</li> <li>- Issue #18: UDC/ESP Required Billing Info – Bill Rigsby, ACC</li> <li>- Issue #19: Estimation Reasons – Shirley Renfroe, APS</li> <li>- Issue #22: Credit balance Refunds – Anne Cobb, TRICO</li> <li>- Issue #23: Deposit Refunds – Stacy Aguayo, APS</li> <li>- Issue #24: Estimates/Troubleshooting Timeframe – Janie Mollon, New West Enery</li> </ul> - Subcommittee members presented the results of the week's homework assignment regarding the amount of space available for messages on each organization's bills (Attachment 5).  - Ms. Renfroe assigned homework for the next meeting (Attachment 6).	3, 4, 5 & 6

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|---|---------------------------------------|--|---|
| 6 | Items for Next Meeting (Agenda)       | Shirley Renfroe<br><br>Trisha Sorensen | - Ms. Renfroe and Ms. Sorensen (group facilitator) coordinated the development of the agenda for the next meeting which will be held on Thursday, February 24, 2000 (due to the large group meeting scheduled for Wednesday the 23 <sup>rd</sup> in Mesa), from 9:00 a.m. to 4:00 p.m., at the following location:<br><br>Salt River Project<br>1600 North Priest Drive<br>Tempe, AZ 85281<br><br>Please note: Visitors are asked to limit their movements in the SRP building to the meeting area. |
| 7 | Feedback of meeting from Subcommittee | Trisha Sorensen                        | - Members were satisfied with the results of the meeting.   |
| 8 | Adjourn                               | Shirley Renfroe                        | - Ms. Renfroe adjourned the meeting as scheduled.   |

**ATTACHMENT 5 - CONSOLIDATED BILLING SUBCOMMITTEE**

**MESSAGE FIELD SIZES**

APS: 42 LINES OF 26 CHARACTERS

SRP: 6 LINES OF 90 CHARACTERS

TEP: 6 LINES OF 50 CHARACTERS

APS: 9 LINES OF 50 CHARACTERS

**HOMEWORK FOR FEBRUARY 24, 2000 MEETING**

ANSWER THE FOLLOWING QUESTIONS:

- 1) WHAT TYPE OF BILL MESSAGES DO UDC'S INTEND TO PASS TO ESP'S?
- 2) WHAT TYPE OF BILL MESSAGES WOULD ESP'S PRINT?

SHIRLEY RENFROE WILL BRING EXAMPLES OF CALIFORNIA BILL MESSAGES (CUBR/UIG)

## ***Agenda: Consolidated Billing Subcommittee Meeting***

**Thursday, February 24, 2000 – 9:00 a.m. to 4:00 p.m.  
Salt River Project - 1600 North Priest Dr. Tempe, Arizona 85281**

<b><i>Topic</i></b>	<b><i>Lead</i></b>	<b><i>Anticipated Outcome</i></b>	<b><i>Att.</i></b>
1 Welcome, Introductions, Sign-In	Shirley Renfroe	Ms. Renfroe will deliver opening remarks. Committee members will sign the attendance sheet and introduce themselves .	
2 Review minutes from the Consolidated Billing Subcommittee's prior meeting (February 9, 2000)	Shirley Renfroe	Subcommittee members will review the minutes from the previous meeting and make suggestions on any revisions that need to be made.	
3 Update from Chair meeting	Shirley Renfroe	Ms. Renfroe will update Subcommittee members on what took place at the most recent meeting of subcommittee chairpersons.	
4 Update from Policy Committee Meeting	Shirley Renfroe/ Evelyn Dryer	Ms. Renfroe and Ms. Dryer will update Subcommittee members on the most recent meeting of the Policy Committee.	
5 Resolution of issues associated with the common elements of ESP Consolidated "as is" methods.	Committee Members	Using the matrix developed in the prior meeting (Attachment 4 in the February 9, 2000 meeting minutes) as a guide, Subcommittee members will provide input on issue #7 and analyze the strawmen developed on issues #18, #19, #22, #23 and #24.on the Master Issues List.	
6 Review the results of homework assignment.	Committee Members	Members will present the results of the assignment stated in Attachment 6 of the February 9, 2000 minutes.	
7 Items for Next Meeting (Agenda)	Trisha Sorensen	Ms. Sorensen will coordinate the development of the agenda for the next meeting.	
8 Feedback of meeting from Subcommittee members	Trisha Sorensen	Subcommittee members will give their opinions on the meeting.	
9 Adjourn	Shirley Renfroe	Ms. Renfroe will adjourn the meeting.	